

Administrative - Internal Use Only

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 5 - 74

15 February 1974

To: All Training Officers of the Agency

## INTRODUCTION TO MICROGRAPHICS

Recognizing an increase of interest across the Agency in the use of microform applications for controlling overburdened and sometimes inefficient paperwork systems, a two-day seminar will be offered to provide interested personnel with basic information on micrographics.

This two-day session will draw on Agency personnel engaged in micrographic activities to present the seminar outlined below:

- . Image Recording Techniques
- . Microfilm Formats
- . Viewers and Viewer-Printers
- . Indexing Methods
- . Computer Output Microfilm (COM)
- . Development and Implementation of Agency Applications

The Seminar is open to all, but it will be of particular interest to the following personnel: potential users of microforms, component Records Officers, Administrative Officers and Assistants, Section and Branch Chiefs, Planning Officers, & Registry Personnel.

Dates : 25, 26 March 1974

Place : 1A-07 Headquarters

Time : 0900-1600 hours

Registration : Enrollment is limited. Submit Form 73, "Request for Internal Training, to OTR/SRS/RG, Room 1036, Chamber of Commerce Building by 18 March.

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Additional Information: On course content, call  This seminar will be considered in lieu of experience as a prerequisite to a Micrographic Workshop which will follow at a later date.

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